



**United States  
Fish & Wildlife Service**

**Memorandum**

**DO NOT REPLY TO THIS ADDRESS - SEE MESSAGE FOR CONTACT INFO!**

**Date**

**02/02/2005**

**From**

**Director**

**Subject**

**Surveys**

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The purpose of this memorandum is to ensure that employees receive notification that the only surveys they are authorized to respond to during duty hours or using Government equipment are ones that have been authorized by the Service, the Department, or other Federal agencies. In addition, employees should not accept any gift offered for completion of a survey during duty hours or using Government equipment. Employees can determine whether a survey is authorized by the Service by looking for the signature of or e-mail from an appropriate Service official transmitting the survey. In the case of a survey that is from the Department or another Federal agency, employees must receive written notification from the Director of the upcoming survey before completing it. Absent such evidence, employees must not respond to surveys during their duty hours or using Government equipment.

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*Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.*